



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
Director of Personnel

At its meeting held January 10, 2006, the Board took the following action:

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Supervisor Antonovich made the following statement:

“On July 19, 2005, the Board of Supervisors passed a motion directing the Chief Administrative Officer and the Director of Personnel to review time card protocol and overtime policies and report back to the Board on recommendations to ensure that there is no overtime/time card abuse taking place.

“In a September 13, 2005 memo to the Board, the Chief Administrative Officer and Director of Personnel recommended steps to control overtime. Part of these steps include an Overtime Earnings Report, which identifies all employees paid overtime earnings in excess of 50% of their regular earnings. This report, however, is cumbersome and does not provide internal controls or an early warning for employees who may be approaching an excessive use of overtime.”

Therefore, on motion of Supervisor Antonovich, seconded by Supervisor Burke, unanimously carried (Supervisors Molina and Yaroslavsky being absent), the Chief Administrative Officer and the Director of Personnel were directed to:

1. Develop an early warning system to alert departments when employees are approaching excessive use of overtime;
2. Revise the overtime earnings report to be easily readable; and
3. Report back to the Board on a plan to reduce reliance on overtime for ongoing operations.

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